

BENSON PUBLIC SCHOOLS, I.S.D. # 777
JOB DESCRIPTION

Job Title: Discovery Kids Teacher Aide

Department/Location: Discovery Kids

Accountability: Discovery Kids Director

Date: May 2017

JOB SUMMARY: Assists Lead Teacher in implementing activities that promote the social, physical, and intellectual growth of children per Parent Aware and Rule 3 Licensing standards. Responsible for the care, and redirection of children covering infant/toddler, pre-school and Kindergarten through 6th grade groups. Communicates directly with parents and the Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Administration

- A. Work under the direction of the Director, Teacher, and Teacher Assistant in planning and implementing the daily program activities.
- B. Maintains Confidentiality
- C. Keeps adequate records of any accidents incurred by a child under his/her care.
- D. Keeps credentials current and attends appropriate professional development classes.

2. Responsibilities/Duties

- A. Helps Classroom Teacher and Assistant Teacher maintain an environment, curriculum, and daily schedule that allows children to assume responsibility for successful peer interactions and choices and one that meets the interest and developmental needs of each child.
- B. Actively engage with children during all program hours
- C. Supervise children and maintain attention and control of large groups.
- D. Assists Classroom Teacher and Teacher Assistant plan and implement the daily activities of the program including arts/crats, snacks, large motor activities, and special activities.
- E. Assists Classroom Teacher and Assistant Teacher with different tasks to fulfill smooth daily operations and transitions.

3. Performs other duties as assigned or requested.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification/Licensure Requirements:

- Must be 16 years of age or older
- Meet Minnesota DHS Rule 3 Aide regulations
- Must pass a background study.
- Adult and child CPR, First Aid

Essential Skills Required to Perform the Work:

- Ability to relate well with children
- Good organizational skills
- Ability to communicate effectively both orally, and written
- Be self-motivated
- Good conflict resolution skills

WORK REQUIREMENTS AND CHARACTERISTICS CONTINUED:

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Curriculum
- Tablet Device
- Phone
- Computer, Printer, Lesson Planning

Physical Job Requirements:

- Required to lift 10+ lbs.
- Required to sit, stand, crawl, etc. with children.
- Required to work out from 0 degrees in Fahrenheit to 90 degrees Fahrenheit.
- Willingness to work early mornings and late afternoon shifts, including most school vacation days and summer months, Monday through Friday.

Mental Job Requirements:

- Position requires attention to detail.
- Position requires exercising confidentiality in handling School District information.
- Position requires a great attitude for customer service.
- Position requires handling multiple tasks at once while dealing with constant interruptions.
- Position requires flexibility and a willingness to undertake a variety of tasks, sometimes from more than one person.

Working Conditions:

- Position works around dirt, dust, chemicals and fumes.
- Position involves occasional exposure to blood/bodily fluids.
- Position involves occasional exposure to extreme temperatures.
- Position may require evening/night/weekend hours.

Job Outcomes:

- Projects a positive, cooperative and respectful attitude with students, parents, other employees and community members.
- Provides a clean, safe, comfortable environment to make the students and staff proud of their school and Discovery Kids.
- Helps to promote safety and prevent accidents.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.